General Information

<table>
<thead>
<tr>
<th>Position:</th>
<th>Assistant Director for Programming</th>
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<tbody>
<tr>
<td>Agency:</td>
<td>Bulls Radio</td>
</tr>
<tr>
<td>Pay Rate/Authorized Hours:</td>
<td>B-3 $8.55/hr. @ 25 hours/week</td>
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<tr>
<td>Position Type:</td>
<td>Student Temporary</td>
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<td>Direct Supervisor:</td>
<td>SGATO Program Coordinator</td>
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<td>HR Supervisor:</td>
<td>Director SGATO</td>
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<td>Employment Length:</td>
<td>Varies by Position</td>
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<tr>
<td>Working Over Authorized Hours:</td>
<td>Yes, with prior written authorization from direct supervisor</td>
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Job Description

The Programming Director is an Assistant Director of the Bulls Radio Agency. This position is responsible for overseeing all of the programming content of the agency.

ROLES AND RESPONSIBILITIES
- Monitor on-air content to ensure quality and FCC compliance.
- Create and merge Bulls Radio’s airplay logs each week.
- Schedule public service announcements and underwritings.
- Maintain an accurate show schedule and podcast archive on Bulls Radio’s website.
- Organize and promote a monthly interest meeting per semester to recruit new DJs and interns.
- Provide training for all new DJs on equipment and broadcast procedures.
- Hold a monthly DJ meeting.
- Encourage interaction and constructive comments amongst DJs.
- Staff will be expected to schedule monitoring hours and be present at the station during their designated times.
- Perform any other duties as necessary and proper to execute the mission of Bulls Radio.

QUALIFICATIONS AND EDUCATION REQUIREMENTS
- Must be in good academic standing (maintain minimum cumulative institutional 2.5 GPA for undergraduate students and 3.0 GPA for graduate students).
- Must be actively enrolled for a minimum of 6 credit hours as an undergraduate degree-seeking student or a minimum of 4 credit hours as a post-baccalaureate student during the fall and spring semesters.
- Must not be under current disciplinary probation, suspension or expulsion.
- Must be able to maintain a high level of professionalism and commitment to ethical practices.
- Basic understanding of Microsoft Office.
- Must be well organized and hard-working
- Must be a strong communicator and have the ability to motivate a large group of volunteers toward a common goal.
- Must possess strong presentation skills.
- Should have a strong interest in the field of broadcast.
- Must be able to think critically and logically in any given situation.
- Experience working within a Team Dynamic.
- Ability to take initiative in the workplace and create strategic goals.

WORKING CONDITIONS
25 hours a week in an office environment. May have to travel within the state and on campus for Student Government conferences and meetings.

- This information is not designed to be a complete inventory of the job’s duties, responsibilities, and qualifications. Rather, it’s designed to give the general nature and level of work to be performed by employees assigned to this job title. –

Revised 05/30/2017